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ABSENTEEISM

5-1

Taylor, Daniel E.

Absences from work among full-time employees. Monthly labor review, 104:68-70, March 1981.

Descriptors: *Absenteeism--Statistics / Hours of work / Federal government.

ASSESSMENT CENTERS

5-2

Millard, C. W. and Sheldon Pinsky.

Assessing the assessment center. Personnel administrator, 25:85-88, May 1980.

Descriptors: *Assessment centers--Evaluation.

CAREER PLANNING

5-3

Amatea, Ellen S. and E. Gail Cross.

Competing worlds, competing standards: personal control for the professional career woman, wife, and mother. Journal of the National Association for Women Deans, Administrators, & Counselors, 44:3-10, Winter 1981.

Descriptors: *Career planning--Methods / *Mothers--Employment / *Stress, Psychological / Women--Counseling.

5-4

[Career planning.] Personnel administrator, 25:18+, October 1980.

Contents: Overview: career planning, by Margaret M. Nemec; The development of an integrated career planning program at Gulf Power Company, by Felix E. Lopez, B. Wayne Rockmore and Gerald A. Kesselman; Career development: some questions and tentative answers, by John J. Leach; Developing a career guidance program through the job family concept, by Dennis J. Kravetz and Stephanie E. Derderian; Developing an in-house career planning workshop, by William N. Schalders.

Descriptors: *Career planning / *Career planning--Case studies / Employee development.

5-5 Ie436 .G13n

Gale, Barry and Linda Gale.

The national career directory; an occupational information handbook. New York, Arco, 1979. 240p.

Descriptors: *Career planning--Information sources / Vocational counseling--Information sources / *Occupations--Directories.

5-6

Sidwell, P. Philip.

Career planning for the younger manager. S.A.M. advanced management journal, 46:59-64, Winter 1981.

Descriptors: *Career planning / *Executives--Career planning.

CAREER STAFFING

5-7

Allen, F. H.

The basis and organisation of recruitment. Management services in government (Gt. Brit.), 36:21-28, February 1981.

Descriptors: *Recruitment / *Great Britain--Civil service.

5-8
Bredwell, Jo.
The use of broadcast advertising for recruitment. Personnel administrator, 26:45-49, February 1981.
Descriptors: *Advertising--Recruitment / *Recruitment / *Job posting / Career staffing / Radio.

5-9
Camden, Thomas M.
The role of outplacement counseling in a changing economy. Management world, 10:1+, March 1981.
Descriptors: *Employee outplacement.

5-10
Curry, Theodore H., II.
A common-sense management approach to employee selection and EEO compliance for the smaller employer. Personnel administrator, 26:35-38, April 1981.
Descriptors: *Selection / *Equal opportunity in employment / Administrative agencies--Rules and practice / Selection--Cases.

5-11
Driessnack, Carl H.
Outplacement--the new personnel practice. Personnel administrator, 25:84-93, October 1980.
Descriptors: *Employee outplacement / *Removal.

5-12
Garcia, J. Robert.
Job posting for professional staff. Personnel journal, 60:189-192, March 1981.
Descriptors: *Job posting / *Job posting--Case studies / Professional employees--Recruitment / Supervisors--Recruitment / Federal government / U.S. Department of Energy.

5-13
Goodwin, William B. and John A. Carlson.
Job-advertising and wage control spillovers. Journal of human resources, 16:80-93, Winter 1981.
Descriptors: *Advertising--Recruitment--Research / *Wage-price policy--Research.

5-14
Kravetz, Dennis J.
Selection systems for clerical positions. Personnel administrator, 26:39-42, February 1981.
Descriptors: *Office workers--Selection / *Selection / *Career staffing / Occupational clusters.

5-15
Leedham, Mike.
Relocation counselling; ten questions answered by a consultant. Canadian personnel and industrial relations journal, 28:83-85, March 1981.
Descriptors: *Employee outplacement / *Removal / *Employee counseling / Employee counseling--Costs / Consultants.

CAREER STAFFING (Cont'd)

5-16
Lubliner, Murray J.
Developing recruiting literature that pays off. Personnel administrator, 26:51-54+, February 1981.
Descriptors: *Recruitment literature / *Recruitment / *Advertising--Recruitment / Career staffing.

5-17
Nemec, Margaret M.
Recruitment advertising - it's more than just 'help wanted'. Personnel administrator, 26:57-60, February 1981.
Descriptors: *Advertising--Recruitment / *Recruitment / Career staffing.

5-18
Smith, Robert H.
Let your employees choose their co-workers. S.A.M. advanced management journal, 46:27-30+, Winter 1981.
Descriptors: *Selection--Methods.

5-19
Stoops, Rick.
Employee referral programs. Personnel journal, 60:98, February 1981; 60:172-173, March 1981.
Descriptors: *Recruitment--Methods / *Recruitment--Case studies / Financial incentives / Employment references.

5-20
Weiss, Bernard.
Hiring creative people: three opportunities to make better decisions. Personnel administrator, 26:89+, April 1981.
Descriptors: *Selection--Methods / *Interviewing--Methods / *Creative ability / Artists--Selection / Photographers--Selection / Writers--Selection.

CHANGE, ORGANIZATIONAL

5-21
Arnold, John D.
The why, when, and how of changing organizational structures. Management review, 70:17-20, March 1981.
Descriptors: *Change, Organizational / *Organizational structure.

5-22
Odiorne, George S.
The change resisters. Personnel administrator, 26:57-63, January 1981.
Descriptors: *Change, Resistance to / *Change, Organizational.

CIVIL SERVICE, FEDERAL

5-23
"Anytime you are changing, you expect people to criticize." Management (U.S. Office of Personnel Management), 2:16-18, Winter 1981.
Interview with William Mauk, Deputy Administrator of the U.S. Small Business Administration.
Descriptors: *Civil service reform--Administration--Evaluation / Federal government / U.S. Small Business Administration.

5-24 Ic26.28 .C67e

Cole, John D.
Evaluating Federal civil service reform: a broader perspective. Arlington, Va.? 1980. 20p.
A paper presented to the 1980 National Conference on Public Administration, San Francisco, April 15, 1980.
Descriptors: *Civil service reform--Administration--Evaluation / *Personnel administration--Evaluation / *Performance evaluation--Administration--Evaluation / Productivity improvement / Senior executive service / Performance / Change, Organizational / Federal government.

5-25

"...The first years have been a positive step." Management (U.S. Office of Personnel Management), 2:6-9, Winter 1981.
Interview with Representative Edward J. Derwinski (R., Ill.).
Descriptors: *Civil service reform / *Civil service laws / Federal government.

5-26

Grandjean, Burke D.
History and career in a bureaucratic labor market. American journal of sociology, 86:1057-1092, March 1981.
Descriptors: *Federal employees / *Career patterns--Research / *Success in employment--Research / U.S. Office of Personnel Management / U.S. Civil Service Commission / Federal government.

5-27 Ic26.37 .Un47s 1979/80

U.S. Department of Defense.
Selected manpower statistics, fiscal year 1980. Washington, U.S. Govt. Print. Off., 1981. 277p.
Descriptors: Civil service--Statistics / *Military personnel--Statistics / U.S. Department of Defense / Federal government.

5-28 Ie19 .Un95c 1979/80

U.S. Department of the Army.
Civilian management: annual evaluation, fy 1980. Washington, 1980. 61p.
Descriptors: *Personnel administration--Evaluation / Senior executive service--Evaluation / Affirmative action / U.S. Department of the Army / Federal government.

5-29 Ic26.37 .Un35ob 1979

U.S. Office of Personnel Management.
Occupations of Federal blue-collar workers, October 31, 1979. Prepared by Agency Relations Group. Washington, U.S. Govt. Print. Off., 1980. 111p. (SM 59-13)
Descriptors: *Civil service--Statistics / *Wage system employees--Statistics / *Occupations--Statistics / Federal government.

5-30 Ic26.37 .Un35o 1979

U.S. Office of Personnel Management.
Occupations of Federal white-collar workers, October 31, 1979. Prepared by Agency Relations Group. Washington, U.S. Govt. Print. Off., 1981. 174p. (SM 56-15)
Descriptors: *Civil service--Statistics / *White collar workers--Statistics / *Occupations--Statistics / Federal government.

CIVIL SERVICE, FEDERAL (Cont'd)

5-31 Ic26.4 .Un35un

U.S. Office of Personnel Management.
U.S. government organizations with positions outside the competitive civil service. Prepared by Staffing Services Group. Washington, 1981. Leaflet. (ERE 84)
Earlier editions published by U.S. Civil Service Commission.
Descriptors: *Excepted positions / *International civil servants / Federal government.

COLLEGE GRADUATES

5-32

Robb, Warren D.
how's your CRP? Personnel administrator, 25:101-106, June 1980.
CRP = College recruitment program.
Descriptors: *College graduates--Recruitment.

COMMUNICATION

5-33

Wooten, Bob E.
Organizational communication: the channel vs. the grapevine. Management world, 10:39-40, March 1981.
Descriptors: *Communication in personnel management--Methods / *Informal organization / *Organizational structure / Grapevine.

COMPENSATION

5-34

Compensation and benefits. Personnel administrator, 25:27-28+, May 1980.
Partial contents: Thoughts on compensation management in the '80s and '90s, by Robert J. Greene; Job segregation and wage discrimination under Title VII and the Equal Pay Act, by Lawrence Z. Lorber; Does competitive pay discriminate?, by Elaine Wegener; What employees need to know about benefit plans, by Robert Krogman; Trends and practices in employee benefits, by John J. Miller; Low cost benefit suggestions, by Hoyt W. Doyel and John D. McMillan; Is there merit in merit increases? by James T. Brinks.
Descriptors: *Compensation administration / *Performance-based pay / Job evaluation--Methods / Pay increases / *Fringe benefit administration / Communication in personnel management / Pay rates.

5-35

Fox, Mary F.
Sex segregation and salary structure in academia. Sociology of work and occupations, 8:39-60, February 1981.
Descriptors: *College professors--Pay--Research / *Women college professors--Pay / *Pay rates.

5-36 Id213 .In2p 1980

Industrial Relations Research Association.
Proceedings of the thirty-third annual meeting; September 5-7, 1980, Denver. Edited by Barbara D. Dennis. Madison, Wis., 1980. 348p.
Partial contents: Chap. 4, The prevailing wage concept in the public sector, chaired by John F. Burton, Jr. Includes: Experience under the Federal Pay Comparability Act of 1970, by Lily M. David; Retirement for Federal civil servants: down from the incomparable, by Robert W. Hartman; Efficiency and equity considerations in state and local government wage determination, by Harry C. Katz and David Lewin.
Descriptors: *Pay comparability / *Retirement / Social security / *Pay / State government / Local government / Federal government.

COMPENSATION (Cont'd)

5-37

Is a flexible benefit plan for you? What's ahead in personnel, p. 1-4, March 31, 1981.
Descriptors: *Cafeteria compensation / *Fringe benefit administration / *Compensation administration.

5-38

Johnston, Robert F.
Equal pay for work of equal value. Canadian personnel and industrial relations journal, 28:59-65, March 1981.
Descriptors: *Pay rates--Law and legislation / Canada.

5-39

Smith, Don A.
Is your salary program on target? Management world, 10:21-22, March 1981.
Descriptors: *Compensation administration / Job evaluation / Job descriptions.

5-40

Smith, Russell L. and William Lyons.
The impact of fire fighter unionization on wages and working hours in American cities. Public administration review, 40:568-574, November-December 1980.
Descriptors: *Fire fighters--Pay--Research / *Union members--Pay / *Hours of work--Research / Pay research.

5-41 HD8051 .A4 1977-79

U.S. Bureau of Labor Statistics.
Supplement to Employment and Earnings, States and Areas; data for 1977-79. Washington, U.S. Govt. Print. Off., 1981. 245p. (Bulletin no. 1370-14)
Descriptors: *Wage system employees--Pay--Statistics / *Pay / *Pay rates / Federal government / State government / Local government.

CONSULTANTS

5-42

Kur, C. Edward and Philip G. Sone.
An untapped source of consulting help: student assistants can give you valuable assistance and advice. Personnel administrator, 25:29-33, December 1980.
Descriptors: *Consultants / *Graduate students--Utilization.

5-43

Raine, Ronald V.
Selecting the consultant: useful guidelines on choosing the right outside firm. Personnel administrator, 25:41-43, December 1980.
Descriptors: *Consultants--Selection / *Management consultants.

COUNSELING

5-44 BF30 .An7a Vol.32

Annual review of psychology. Palo Alto, Calif., Annual Reviews Inc., 1981. Vol. 32. 756p.
Partial contents: Counseling psychology: career interventions, research, and theory, by John L. Holland, Thomas M. Magoon and Arnold R. Spokane; The central basis of motivation: intracranial self-stimulation studies, by M.E. Olds and J.L. Fobes; Test theory and methods, by David J. Weiss and Mark L. Davison.
Descriptors: *Counseling--Theory / *Motivation theory / *Tests--Theory / Career planning / Career counseling / State-of-the-art reviews.

COUNSELING (Cont'd)

5-45
Gomez-Mejia, Luis R. and David B. Balkin.
Classifying work-related and personal problems of troubled employees. Personnel administrator, 25:27-32, November 1980.
Descriptors: *Behavioral problems / *Problem employees / *Employee counseling.

5-46
Sonnenstuhl, William J. and James E. O'Donnell.
EAPs: the why's and how's of planning them. Personnel administrator, 25:35-38, November 1980.
EAP = Employee assistance program.
Descriptors: *Counseling / *Behavioral problems / *Problem employees / Consultants.

DISCIPLINE

5-47
Pressler, Eugene C., Jr.
Counselling the problem employee. Management world, 10:41-42, March 1981.
Descriptors: *Discipline--Methods / *Problem employees / *Employee counseling / Employee conduct.

ELECTRONIC DATA PROCESSING--EFFECTS

5-48 QA76 .Un58c
U.S. General Accounting Office.
Computers in government; we couldn't do without them. Washington, 1980. 53p.
Descriptors: *Computers / *Federal employees / Technology--Economic aspects / Federal government.

ELECTRONIC DATA PROCESSING PERSONNEL

5-49
Blackmarr, Brian R.
The WP operator: emerging professional. Impact: information technology, 4:3-4, March 1981.
WP = Word processing.
Descriptors: *Word processing personnel.

5-50
Guynes, Carl S. and Michael T. Vanacek.
Computer security: the human element. Personnel administrator, 26:71-75+, April 1981.
Descriptors: *Electronic data processing personnel--Selection / *Electronic data processing personnel--Recruitment / *Electronic data processing departments--Security measures / Reference checks / Orientation.

5-51
Lee, Len.
How to achieve and maintain white-collar productivity. Journal of systems management, 31:9-11, March 1981.
Descriptors: *Electronic data processing personnel / *Productivity improvement--Case studies.

EMPLOYEE CONDUCT

5-52
Cooney, James P., III, and Robert J. Eidnier.
Sovereign immunity for state hospital employees after James v. Jane. Virginia law review, 67:393-413, March 1981.
Descriptors: *Liability (Law)--Cases / *Virginia--Civil service / State employees / Hospital workers.

5-53
Thurston, Kathryn.
Sexual harassment: an organizational perspective. Personnel administrator, 25:59-64, December 1980.
Descriptors: *Harassment--Cases / *Discrimination--Cases.

5-54
Weis, William L.
Profits up in smoke. Personnel journal, 60:162+, March 1981.
Descriptors: *Employee rules / *Smoking / *Smoking--Costs.

5-55
Woodrum, Robert L.
Sexual harassment: new concern about an old problem. S.A.M. advanced management journal, 46:20-26, Winter 1981.
Robert L. Woodrum was Director, Office of Public Affairs, U.S. Office of Personnel Management.
Includes Federal policy statement and definition of sexual harassment issued by Director, U.S. Office of Personnel Management, December 1979.
Descriptors: *Harassment / Sexual ethics.

EMPLOYEE HEALTH AND MEDICAL CARE

5-56
Blau, Gary.
An empirical investigation of job stress, social support, service length, and job strain. Organizational behavior and human performance, 27:279-302, April 1981.
Descriptors: *Stress, Psychological--Research / *Job satisfaction research / Transit industry workers.

5-57 Ie568 .C76d
Conference Board, Inc.
Dealing with alcoholism in the workplace, by Richard M. Weiss. New York, 1980. 59p. (Report no. 784)
Descriptors: *Alcoholic employees--Research / *Alcoholic employees--Personnel policies--Research / *Alcoholic employees--Counseling.

5-58
Eads, Doug.
What, me worry? Supervisory management, 26:36-39, April 1981.
Descriptors: *Health, Employee / *Stress, Psychological / *Supervisors.

5-59
Edwards, Sandra E. and Larry R. Gettman.
The effect of employee physical fitness on job performance. Personnel administrator, 25:41-44+, November 1980.
Descriptors: *Health, Employee / *Physical fitness / *Performance.

EMPLOYEE HEALTH AND MEDICAL CARE (Cont'd)

5-60
Kondrasuk, John.
Company physical fitness programs: salvation or fad? Personnel administrator, 25:47-50+, November 1980.
Descriptors: *Health, Employee / *Physical fitness / *Performance.

EMPLOYEES' COMPENSATION

5-61
[Workers' compensation insurance.] Monthly labor review, 104:45-57, March 1981.
Contents: Workers' compensation insurance: recent trends in employer costs, by Martin W. Elson and John F. Burton, Jr.; Workers' compensation in 1980: summary of major enactments, by LaVerne C. Tinsley.
Descriptors: *Employees' compensation--Costs / *Employees' compensation--Comparative studies / Employees' compensation--Statistics / State law and legislation.

EQUAL OPPORTUNITY IN EMPLOYMENT

5-62
[Affirmative action.] Personnel administrator, 25:33-37+, June 1980.
Contents: What's ahead for the personnel professionals in the '80s?, by Robert A. Holmes; An interpretative review of the Federal Uniform Guidelines on Employee Selection Procedures, by Charles F. Schanie and William L. Holley; The Weber case -- its impact on affirmative action, by Andrew J. Ruzicho.
Descriptors: *Affirmative action / *Selection / *Administrative agencies--Rules and practice / Affirmative action--Cases / U.S. Equal Employment Opportunity Commission.

5-63
Hatch, Orrin G.
Senator Hatch wrestles with affirmative action. Personnel administrator, 25:78-80+, October 1980.
Digest of a speech given at the annual conference of the American Society for Personnel Administration held June 17-20, 1980, in Salt Lake City.
Descriptors: *Affirmative action / *Equal opportunity in employment.

5-64
McDermott, F. Arnold.
Lemons versus the City and County of Denver. Personnel administrator, 25:95-104+, October 1980.
Descriptors: *Pay rates--Cases / *Discrimination--Cases / Women--Employment / *Nurses--Pay / Job evaluation / Local officials and employees.

5-65
Sheahan, Robert H.
Responding to employment discrimination charges. Personnel journal, 60:217-220, March 1981.
Descriptors: *Discrimination / Discrimination--Law and legislation / U.S. Equal Employment Opportunity Commission.

5-66 Ie152 .Un365a
U.S. Commission on Civil Rights.
Affirmative action in the 1980s: dismantling the process of discrimination; a proposed statement... Washington, 1981. 42p. (Clearinghouse publication 65)
Descriptors: *Equal opportunity in employment / *Affirmative action / *Civil rights / Discrimination.

EQUAL OPPORTUNITY IN EMPLOYMENT (Cont'd)

5-67 JC599 .Un365cd 1981

U.S. Commission on Civil Rights.
Civil rights directory, 1981. Washington, U.S. Govt. Print. Off., 1981. 549p.
Descriptors: *Equal opportunity in employment / *Civil rights / *Discrimination.

EXECUTIVES

5-68

Gordon, Gil E. and Ned Rosen.
Critical factors in leadership succession. Organizational behavior and human performance, 27:227-254, April 1981.
Descriptors: *Executive succession / Research reviews (Publications) / Models and modelmaking.

5-69

Webber, Ross A.
U.S. Senators: see how they run. Wharton magazine, 5:37-43, Winter 1980-1981.
Descriptors: *Legislators--Characteristics / *Executives--Responsibilities / U.S. Senate / Management improvement / Federal government.

5-70

Women in management. Personnel administrator, 25:25-28+, April 1980.
Contents: Women in management: strategies for removing the barriers, by Ellyn Mirides and Andre Cote; Women in management: the obstacles and opportunities they face, by Christine D. Hay; Prepare women now for tomorrow's managerial challenges, by Joan Harley and Lois A. Koff; Steps to successful synergy, by Lois B. Hart; New wine in old goatskins: creating new management settings, by Martha G. Burrow; The climb to the top: is the network the route for women? by Philomena D. Warihay; Networking: here's how at Equitable, by Margaret M. Nemec.
Descriptors: *Women executives--Employment / *Women executives--Training / *Women executives--Characteristics / Women executives--Attitudes.

5-71

Women in the work force: how well are men adjusting? Training, 18:71, March 1981.
Descriptors: *Executives--Attitudes / *Employee attitudes / *Women--Attitudes toward / Women executives.

EXECUTIVES--ABILITIES AND CHARACTERISTICS

5-72

Chase, Patrick J.
A profile of elected county executives. Urban data service report, 12:1-5, November 1980.
Descriptors: *Political executives--Characteristics / *County officials and employees--Characteristics.

5-73

Early to rise... Wharton magazine, 5:62-63, Winter 1980-1981.
Article based on a press release from Omega Watch Corporation.
Descriptors: *Executives--Characteristics / *Hours of work.

5-74

Executive guide: preparing for a day in court. Business week, p. 144-145+, March 30, 1981.
Descriptors: *Executives--Abilities / *Witnesses.

5-75 Ie124 .J71c

Jones, Andrew N. and Cary L. Cooper.
Combating managerial obsolescence. Oxford, Phillip Allan, 1980. 176p.
Study carried out by the Research and Planning Division of AnCO, the Irish Industrial Training Authority.
Descriptors: *Executives--Characteristics / *Executive effectiveness / *Obsolescence, Managerial--Research / Ireland.

5-76

Kelly, James N.
Management transitions for newly appointed CEOs. Sloan management review, 22:37-45, Fall 1980.
Descriptors: *Executives--Characteristics--Research / *Leadership style / Management accountability.

5-77

Moore, Kathryn M. and Mary A. Sagaria.
Women administrators and mobility: the second struggle. Journal of the National Association for Women Deans, Administrators, & Counselors, 44:21-28, Winter 1981.
Descriptors: *Women executives--Research / *Women--Career opportunities / *College administrators--Research / Education, higher.

5-78

Pascarella, Perry.
New executives for new times. Industry week, 209:99-101, April 6, 1981.
Descriptors: *Executives--Characteristics / *Executives--Attitudes / *Productivity.

5-79

Piercy, James E. and J. Benjamin Forbes.
Industry differences in Chief Executive Officers. MSU business topics, 29:17-29, Winter 1981.
Descriptors: *Executives--Characteristics / *Executives--Education / Executive compensation.

5-80

Sinetar, Marsha.
Developing leadership potential. Personnel journal, 60:193-196, March 1981.
Descriptors: *Leadership / *Executives--Abilities / Leadership--Study and teaching.

5-81

Stoeberl, Philipp A. and Marc J. Schniederjans.
The ineffective subordinate: a management survey. Personnel administrator, 26:72-76, February 1981.
Descriptors: *Organizational effectiveness / Efficiency, Employee / *Tenure / Performance / *Executive effectiveness.

EXECUTIVES--COMPENSATION

5-82
Agarwal, Naresh C.
Determinants of executive compensation. Industrial relations, 20:36-46, Winter 1981.
Descriptors: *Executive compensation--Research.

5-83
Allen, Michael P.
Power and privilege in the large corporation: corporate control and managerial compensation. American journal of sociology, 86:1112-1123, March 1981.
Descriptors: *Executives--Pay / *Executive compensation / *Corporations.

5-84
Arnold, David S.
Salaries of municipal officials: a decade of inflation. Urban data service report, 12:1-9, October 1980.
Descriptors: *Executives--Pay--Statistics / *Pay surveys / *Municipal employees--Pay / City managers--Pay / Personnel directors--Pay.

5-85
[Salaries of managers and administrators in ICMA-recognized cities, counties, and councils of governments in the United States.] ICMA newsletter (International City Management Association), 62:supplement 1, April 6, 1981.
Descriptors: *City managers--Pay / *Executives--Pay / *Pay surveys / Local officials and employees--Pay.

5-86
Sym-Smith, C. Ian and Mark S. White.
International executive compensation. Wharton magazine, 5:44-47, Winter 1980-1981.
The Hay Group's fourth annual comparison of executive salaries in the United States with those in major industrial countries.
Descriptors: *Executive compensation--Comparative studies.

EXECUTIVES--HEALTH AND MEDICAL CARE

5-87
Ten Elshof, Annette and Elaine Tomlinson.
Alleviating stress for women administrators. Journal of the National Association for Women Deans, Administrators, & Counselors, 44:37-41, Winter 1981.
Descriptors: *Stress, Psychological--Research / *Women executives--Research / *Women--Health.

5-88
Young, Randy.
Working out at work, or how corporations intend to trim the fat. Next, 2:75-78+, April 1981.
Descriptors: *Executives--Health / *Health, Employee / *Physical fitness / Recreation.

EXECUTIVES--RECRUITMENT

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McEwan, Bruce.
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Descriptors: *Occupational choice--Research / *Prediction of occupational success--Research / *College students--Attitudes.

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Descriptors: *Performance evaluation / *Acceptable level of competence.

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Descriptors: *Performance evaluation--Methods / *Communication in personnel management / *Productivity improvement.

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Descriptors: *Performance evaluation--Administration--Evaluation.

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Descriptors: *Personnel administration--Evaluation.

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Descriptors: *Personnel administration--Evaluation--Methods / *Personnel administration--Evaluation--Case studies / *Management audit.

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Descriptors: *Personnel administration--Career opportunities / *Personnel directors--Education.

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Descriptors: *Personnel administration / Futures (of society).

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Descriptors: *Management--Information sources / *Personnel administration--Information sources / Training--Information sources / Productivity--Information sources.

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Descriptors: *Personnel administration--Standards / *Civil service--Administration--Standards / State government / Local government.

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Descriptors: *Personnel directors--Education / *Accreditation (Education).

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Meehan, Robert H.
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Descriptors: *Personnel directors / *Personnel departments.

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Update on privacy protection safeguards. Personnel administrator, 25:39-42, June 1980.
Descriptors: *Personnel records / *Invasion of privacy.

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Descriptors: *Job descriptions / *Standards of performance.

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Descriptors: *Position classification / *Grade inflation / Federal government.

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Descriptors: *Productivity measurement / *Organizational analysis--Administration / *Standards of performance / Municipal services--Administration--Evaluation.

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Descriptors: *Productivity improvement / *Government employees--Public opinion / Labor-management relations / State government / Local government.

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Descriptors: *Productivity improvement--Methods / *Office management--Methods / Management methods--Case studies / Systems analysis.

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Making professionals into "persons": discrepancies in traditional and humanistic expectations of professional identity. Sociology of work and occupations, 8:61-87, February 1981.
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Descriptors: *Nontraditional employment / *Women--Career opportunities / *Occupations / Professional employees--Characteristics.

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Descriptors: *Retirement / *Retirement planning.

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Shapiro, Kenneth P.
The reversing early retirement trend. Personnel administrator, 25:77-79, April 1980.
Descriptors: *Retirement, Early / *Older worker--Employment / Futures (of society) / Pension funds.

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Preparation for retirement: a selective bibliography, 1974-1980. Aging and work, 4:31-41, Winter 1981.
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Age and workplace injuries. Aging and work, 4:1-10, Winter 1981.
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Descriptors: *Tests--Construction--Methods / *Test validity / *Training evaluation.

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Descriptors: *Auditors--Training / *Investigators--Training / Electronic data processing--Study and teaching / Computer crimes / Federal government.

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Descriptors: *Learning theories / *Thought and thinking.

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Descriptors: *Training administration / *Executives--Responsibilities / Reinforcement (Psychology).

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Descriptors: *Training officers--Responsibilities / Futures (of society).

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Descriptors: *Instructional objectives / *Training methods / *Behavior modification.

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Unemployment benefits; should there be a compulsory Federal standard? Washington, American Enterprise Institute for Public Policy Research, 1980. 63p. (AEI studies 284)
Descriptors: *Unemployment compensation--Research / *Employees' compensation / State government.

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Descriptors: *Married women--Employment / *Part-time workers--Characteristics / *Women--Employment--Research / Pay rates / Labor force--Statistics.

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Descriptors: *Married women--Pay / *Married women--Employment / *Women--Employment / Family (Sociological unit).

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Descriptors: *Women--Career planning / *Women--Career opportunities / *Women--Attitudes.

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Descriptors: *Work values--Research / *Job security / *Government employees--Characteristics / Risk.

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Descriptors: *Automation--Psychological aspects / *Libraries--Automation / *Offices--Automation / Working climate / Librarians--Attitudes / Office workers--Attitudes.

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Descriptors: *Quality of working life / *Quality of working life--Case studies.

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Becker, Brian E. and Stephen M. Hills.
Youth attitudes and adult labor market activity. Industrial relations, 20:60-70, Winter 1981.
Descriptors: *Unemployed--Research / *Work values--Research / *Youth--Employment--Research / Motivation / Prediction of occupational success--Research.

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